

**BY ORDER OF THE
375TH AIRLIFT WING COMMANDER**



**SCOTT AIR FORCE BASE
INSTRUCTION 32-1004**

10 FEBRUARY 2003

Civil Engineering

**MAINTENANCE OF STRUCTURES AND
GROUNDS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction establishes preventive maintenance responsibilities of occupants in buildings and surrounding grounds as required in AFI 32-1001, *Operations Management*; defines areas of responsibility for unit commanders; and applies to all personnel assigned/attached to Scott AFB. A conscientious and continuous program of preventive maintenance is required by occupants and Civil Engineering (CE) personnel to avoid costly repair projects.

SUMMARY OF REVISIONS

This instruction complies with the changes to the “CE Ground Maintenance” function. **A bar (|) indicates revision from the previous edition.**

1. General. In accordance with AFI 32-1001, the occupants of facilities will perform maintenance within their capabilities. Occupants are required to maintain the facilities, equipment, appliances, and premises in good condition (i.e., expected of a property owner). In the interest of efficient use of manpower and resources, occupants are encouraged to perform minor preventive maintenance within their skill level, which is more economical.

2. Base Civil Engineer (BCE). The BCE is responsible for directing the overall maintenance of base real property and gives advice/assistance as required. Unit commanders are responsible for policing the grounds adjacent to and surrounding their facility, and they are encouraged to perform preventive maintenance of structural facilities within their capability. Base facilities must have a responsible individual appointed as the facility manager. He/she must ensure building occupants do not abuse the facility. The facility manager will serve as the control point of contact for facility occupants requesting BCE service. A letter signed by his/her organizational commander or representative and forwarded to the BCE Customer Service Unit (CSU) must identify the facility managers. Maintenance and repair requirements should be identified IAW AFI 32-1001 and furnished to the facility manager or to the BCE CSU. Facility

managers must take an active interest in the upkeep of their facility and report any problems to the BCE CSU. Preventive maintenance includes, but is not limited to the following:

2.1. Structures.

2.1.1. General cleaning.

2.1.2. Secure loose boards, siding, or other component parts of the building.

2.1.3. Perform minor paint jobs when only "touch up" is required. **NOTE:** Paint must be purchased through HAZMART, on AF Form 3952, **Chemical Hazardous Material Request Authorization**.

2.1.4. Replace component parts of a building when special tools, materials, and cutting and fitting are not required.

2.2. Grounds.

2.2.1. General upkeep and cleanliness of the grounds surrounding the building including the streets. Upkeep includes trimming the grass on the curb, sidewalk edges, and sweeping the walks. The maximum allowable cutback for edging is not more than 1 ½ inches. Growth is not allowed to extend over the edge of the curb or sidewalk. Deep edging or guttering is prohibited and is a safety hazard that contributes to walk and pavement damage.

2.2.2. Cutting Grass. Organizations that have facilities and/or areas preidentified to mow grass should ensure their grass is mowed regularly and does not exceed 4 inches high. Mowing should be frequent to ensure no more than 1/3 of the grass height is removed by the mowing. All mowers will be in proper mechanical working condition before the mowing season begins and blades sharpened.

2.2.3. Maintaining flowerbeds includes weeding, edging, and removing dead plants after the growing season. Flowerbeds will be maintained in a neat and orderly manner through the winter season. Civil Engineering personnel will not maintain flowerbeds.

2.2.4. Irrigating, fertilizing, and seeding of lawn areas. Under normal conditions, watering of lawn areas is not necessary in this climate since adequate rainfall is received during a normal season. The spring months (Feb-Apr) and late fall months (Sep-Nov) are the best seasons to fertilize and seed lawns.

2.2.5. Trimming and clipping hedges. Minor trimming of hedges and low hanging tree branches is authorized. Major pruning or removal of trees and shrubs, including evergreens, will be performed by CE personnel. Attaching wires or other objects to trees and shrubs is prohibited. Trees will not be whitewashed, painted, or defaced.

2.2.6. Damage to lawns, trees, or shrubs. Personnel who discover damage to lawns, trees, or shrubs by disease, insects, animals, wind, or other damage should report damage IAW AFI 32-1001. Prompt action will be taken to prevent further damage or spreading to other areas. The burning of insects, pests, or other incidents by building occupants is prohibited.

2.3. Self-Help projects must be kept in good repair (i.e., fencing, sheds, pavilions, etc.). AF Form 332, **Base Civil Engineer Request**, must be submitted to the BCE for approval prior to beginning the project. If the items do not meet established base standards, occupants will be required to remove the items and restore the area to original condition.

2.3.1. Self-Help Store. The BCE will ensure the Self-Help Store is available for occupants and stocked with common-use materials that facility managers can use to maintain their facilities. **NOTE:** Facility managers must have an approved AF Form 332 before beginning any self-help projects.

2.4. Area of Responsibility. The area of responsibility will extend from each building to the center of the adjacent street and from that building halfway to the next building. Facility managers will be responsible for 50 feet around the building, to include garages, trees, islands, ditches, fence lines, etc. These standards apply to all buildings, except for vacant buildings that will be maintained by the BCE.

2.4.1. Joint Responsibility. Areas occupied by more than one organization are the joint responsibility of all units located within the area. The facility manager will be responsible to establish a detail consisting of building occupants. The occupants within the area will resolve all problems concerning specific areas of responsibility. The BCE will accomplish periodic inspections of organizational areas and report any discrepancies to the 375th Mission Support Group Commander.

2.5. Litter. All personnel will refrain from litter on government property not designated as a litter receptacle. Litter includes, but is not limited to, privately owned furniture, appliances, paper products, containers, scraps, automobile parts, shrub and grass trimmings, smoking materials, etc. Facility managers will be responsible for ensuring litter is policed within their area of responsibility.

2.6. Off-Base Refuse. Base refuse containers are for Scott AFB only. Appropriate disciplinary actions will be taken against personnel who bring refuse from off base and dispose of in the base refuse containers.

3. Alteration of Base Real Property. No changes will be made to real property without prior approval of the BCE on AF Form 332. Alteration to a structure includes relocating installed property items, addition or removal of partitions, or permanently affixing objects to a wall, floor, or ceiling. Alteration to landscaping or grounds includes garden plots, removal or planting trees/shrubs, and modification of lawn areas and flowerbeds. Changes in the varieties of plant species are authorized in the present flowerbed areas.

4. Forms Adopted. AF Form 332, **Base Civil Engineer Request**, and AF Form 3952, **Chemical Hazardous Material Request Authorization**.

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Commander